

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

Who should use this guide:

Providers and jurisdictions that need to edit administrative data such as location phone number, website, or hours, using a file upload method.

Accurate administrative data is especially important for active providers who have their locations set to display to the public on Vaccines.gov.

Visit <https://vaccines.gov/covid-provider-resources> for instructions on how to do this manually and to find for more training videos and guides.

Step-by-step instructions

Login

1. Login to your COVID Locating Health account at <https://covid.locating.health/login>



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (large heading)
- Username** label above a text input field containing `qa_ui_org@castlighthealth.com`.
- Password** label above a password input field represented by a series of dots.
- A blue **Sign In** button.
- A [Forgot password?](#) link below the button.

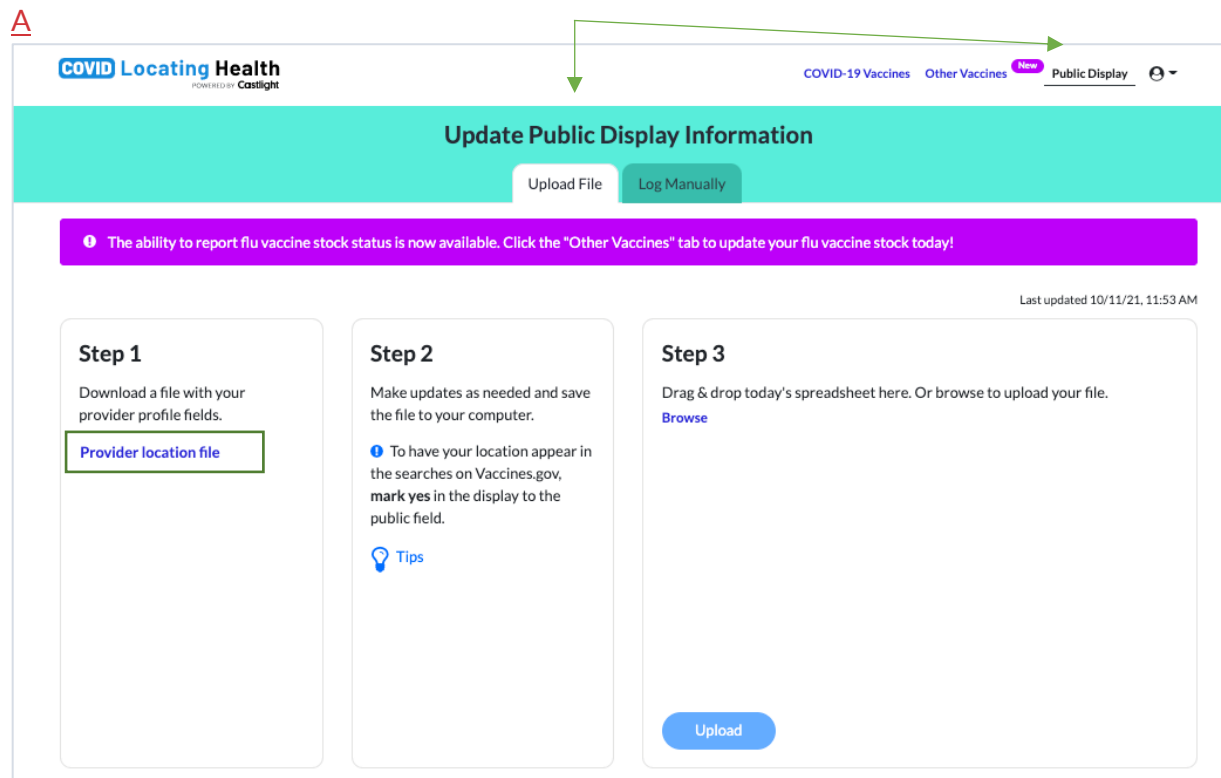
Login tips:

- Your username is the email address you used to register for your COVID Locating Health portal account.
- If you forget your password, click the “Forgot Password?” link to reset your password.

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

Get your Provider location file

2. Click “Public Display” in top right of page.
3. Click “Provider location file” in the “Step 1” box to download the current set of administrative details listed for your locations.



File download tips:

- The Provider Location file will download as a .CVS file with the date in the name, the file name will be provider-profile-template_YYYY-MM-DD.csv.
- The first 6 columns will be pre-populated with the administrative data sent to Vaccines.gov, powered by VaccineFinder by the CDC Immunization Data Lake (IZDL). These fields are read only, any changes to this data will need to be re-submitted by the jurisdiction or pharmacy network to the CDC IZDL.
- The column “Display to the Public” will default to No for all locations, unless indicated by the provider through the file upload or log manually page. **If you wish to have your location visible on the public-facing vaccines.gov website, mark Yes in the column “Display to the Public.”** The acceptable values for "Display to the Public" are:
 - Yes
 - No

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

- **Provider Notes** is a free text field that will display to the public (max 1000 characters) for both COVID-19 and flu vaccine searches. Please use this space to provide any additional information a member of the public should know about COVID-19 or flu vaccinations at your location.

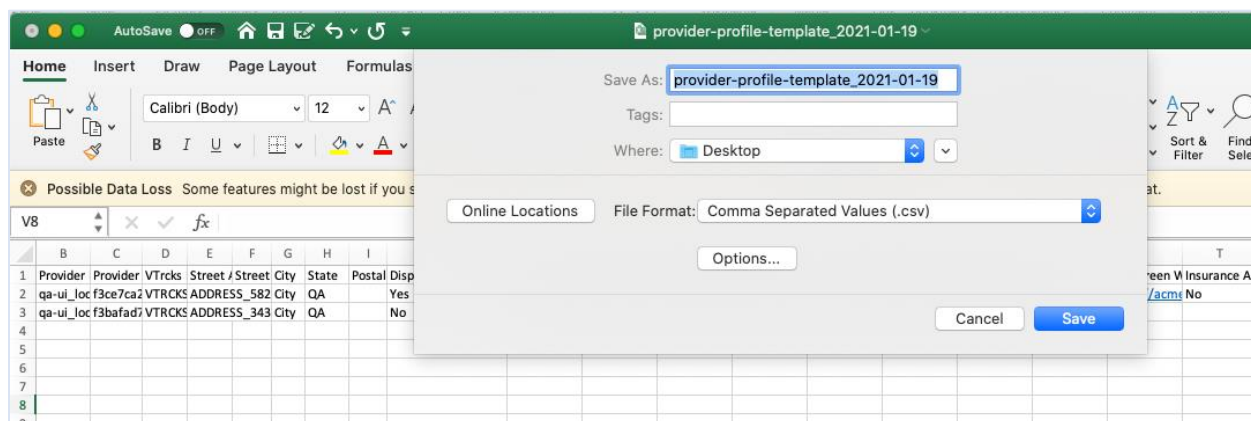


*Denotes New field

J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Display to the Public	Public Display Phone Number	Sunday Hours	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Web Address	Pre Screen Web Address	Insurance Accepted	Walkins Accepted	Provider Notes
Yes	(555) 555-5555	Closed	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	9:00 AM - 5:00 AM	11:00 AM - 2:00 PM	www.fakeadacme.com		No	No	Vaccine available for ages 18+
Yes		24H	24H	24H	24H	24H	24H	24H			No	Yes	

5. Save the changes to the file.

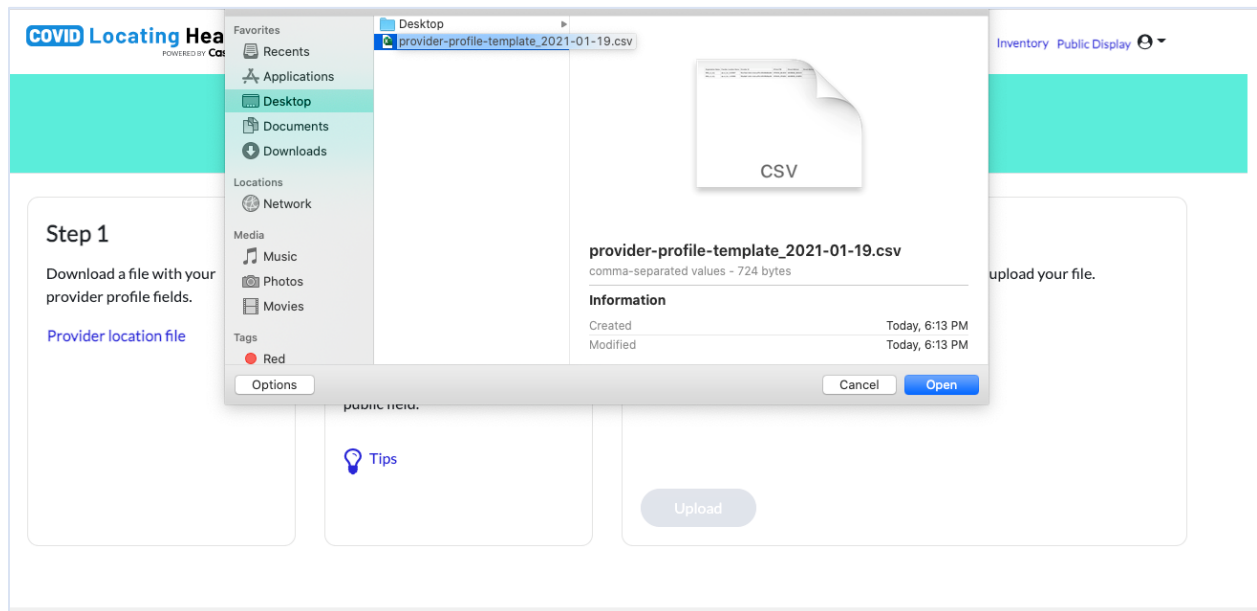
Tip: save the file to your desktop so that it is easier to find to upload.



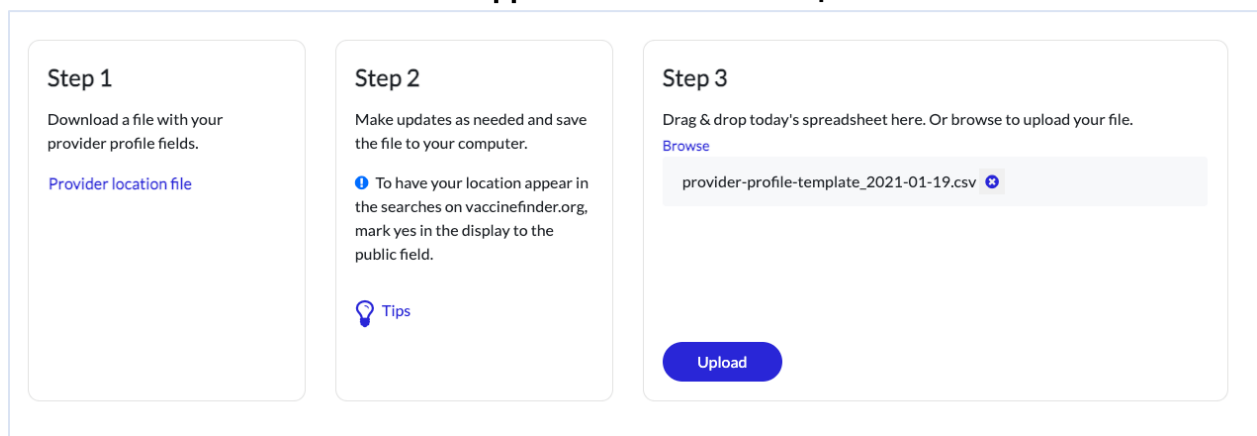
Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

Upload your file

6. Select the “Browse” button in the box labeled Step 3 on the Upload File screen.
Navigate your computer to find your file, select it, and click “Open.”



7. Select the file that has now appeared and click the “Upload” button.



Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

8. Check that your file was successfully validated.

If there are no errors, the file will upload successfully and you will see a green *Success!* screen. You will be able to see how many records were updated. Your public display data will now be sent to CDC at 5:00 am Eastern.

1 record will appear on vaccinefinder.org for public display, 1 record will be hidden from public display.

Step 1

Download a file with your provider profile fields.

[Provider location file](#)

Step 2

Make updates as needed and save the file to your computer.

i To have your location appear in the searches on vaccinefinder.org, mark yes in the display to the public field.

[Tips](#)

Success!

Uploaded File
provider-profile-template_2021-01-19.csv

Your updated provider location information will appear on vaccinefinder.org in the next 24 hours only if you have selected yes to display to the public.

Want to upload a new file? [Browse again](#)

If the file contains errors, the upload will fail and you will see an error message with details about what's causing the error. Once you have updated the file, press "Try Again" to upload the new file.

Step 3

Drag & drop today's spreadsheet here. Or browse to upload your file.

[Browse](#)

i Upload failed. [Try again](#) [Contact Support](#)

[Row number 3. Display to the Public Maybe is not supported]

[Upload](#)

Common issues: Incorrect column headers, columns in wrong order, or no value entered in 'Display to the Public' column.

Common errors:

- Missing required fields. Make sure you've included:
 - VTrckS Pin or Provider ID
 - Display to the Public
 - Public Display Phone Number or General Screener or COVID Screener links
- Missing columns for new General Screener and Covid Screener. To fix this issue download the most recent provider location file, then follow steps 4-7
- Unsupported value for required fields.

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – File Upload

Tip: If there has not been an inventory update for the site in over 72 hours, a site set to public display will no longer be displayed in search results instead of showing the normal in stock or out of stock status. Update your inventory daily to ensure the stock status displays correctly to the public.